



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**ACCOUNTS PAYABLE TECHNICIAN,  
SENIOR  
FINANCE**

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position has oversight responsibility for performing complex accounts payable, account reconciliations, financial data record keeping, and accounting support activities citywide. Reports to the Accounts Payable Supervisor.

## **ESSENTIAL JOB FUNCTIONS**

Processes a large volume of payments of quick entry, purchase order invoices, travel advances; ensures accuracy and verifies authorization. Performs audits of all payables to confirm proper authorization, mathematical accuracy, adequate support documentation, accurate payee information and to determine if the payment has been properly assigned. Researches and resolves discrepancies, resolves problems such as payment inquiries by vendors, errors on invoices and maintains contact necessary with vendor and various City department staff until all discrepancies are resolved. Responds to City departments requesting stop payments of City vendor checks, issues with balancing monthly vendor statements and various inquiries.

Performs fiscal year-end duties to include organization and storage preparation of previous year payments; retrieval of information for internal and external audit.

Performs data entry and retrieval of information and develops reports using word processing, spreadsheet and related software; copies and faxes information as required.

Serves as technical expert in all areas of accounts payable work. Assists in developing and implementing procedures designed to improve methods of accounting for accounts payable section.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Accounting - Considerable knowledge of general accounting principles and procedures and financial computations as it relates to accounts payable. Considerable knowledge of the process used in auditing and matching invoices and paying bills.

- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology – Thorough knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers.

### **REQUIRED SKILLS**

- Computer Skills – Utilizes a personal computer to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with other City departments and the public. Effectively responds to and resolves inquiries and disputes.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

### **REQUIRED ABILITIES**

- Communication – Ability to effectively communicate ideas and procedures verbally and in writing. Ability to listen and understand information and ideas being presented verbally and in writing.
- Financial Management – Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

### **EDUCATION AND EXPERIENCE**

Requires a high school diploma and 3–5 years of accounts payable support work or related experience or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.